



United States

Office of Government Ethics

1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

May 1, 2000
DT-00-016

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Barbara A. Mullen-Roth *Barbara A Mullen-Roth*
Associate Director for Education
and Program Services

SUBJECT: Continued Availability of "Ethics: Know the Code"

As a result of the large volume of orders placed for the Office of Government Ethics' (OGE) newest ethics video, "Ethics: Know the Code," cohen/gebler associates, inc. has agreed to make an additional 1000 videos available for purchase through October 31, 2000. The cost will remain \$20.00 per video plus shipping. (See shipping cost chart on the order form.)

To place an order, please use the attached order form. Fax the completed form to OGE, attention: Kaneisha Cunningham, on 202-208-8039. OGE will forward the orders to INFOCUS in Herndon, Virginia for processing.

If you have any questions or need additional information Ms. Cunningham can be reached at 202-208-8000, extension 1180.

Attachment



VIDEO ORDER FORM

U.S. Office of Government Ethics

"Ethics: Know the Code"

TO PLACE AN ORDER, PLEASE FAX THIS FORM **NO LATER THAN OCTOBER 31, 2000**
TO: Kaneisha Cunningham 202-208-8039, Phone: 202-208-8000 extension 1180

PLEASE PRINT

Customer's Name and Address

Name

Organization/Agency Name

Street Address

Suite or room number

City State Zip

Phone number

Fax Number

Send to: (if other than address at left)

Name

Organization/Agency Name

Street Address

Suite or room number

City State Zip

Phone number

Fax Number

☐

NUMBER OF VIDEOS YOU WANT TO ORDER (\$20.00 per video plus shipping)

SHIPPING: ☐ First Class Mail ☐ UPS ☐ Agency Pick-up - **contact INFOCUS** ☐ Other - **contact INFOCUS**

(See Chart Below)

PLEASE CHECK THE APPROPRIATE METHOD OF PAYMENT

- ☐ Check or Money Order (**Payable to INFOCUS . Must be received prior to order being shipped**)
- ☐ Purchase Order (List PO Number here: _____)
- ☐ Credit Card (Visa or Mastercard)
- Account # _____ Exp. Date _____
- Cardholder's Name _____

(please print)

SHIPPING COSTS:

# of videos	1	2	3	4	5	10	15	20	25	30	35
USPS	\$3.25	\$3.90	\$4.55	\$5.20	\$5.72	\$8.35	\$12.10	\$15.85	\$18.85	\$22.10	\$23.10
UPS	\$4.75	\$5.10	\$5.45	\$5.80	\$6.15	\$7.65	\$8.65	\$9.65	\$10.90	\$12.15	\$13.10

Vendor information: INFOCUS, 341 Victory Drive, Herndon, VA 20170, telephone 703-834-1470.
POC: Melody Altenburg, extension 2278.

** For shipping outside the continental United States, please contact INFOCUS for a price quote.